



COMDTNOTE 16794

FEB 11 2002

CANCELLED: FEB 10 2003

COMMANDANT NOTICE 16794

Subj: CH-1 TO AUXILIARY BOAT CREW TRAINING MANUAL, COMDTINST
M16794.51

1. PURPOSE. This Notice provides changes to the Auxiliary Boat Crew Training Manual, COMDTINST M16794.51
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, and commanding officers of headquarters units shall ensure units under their command overseeing or directing Auxiliary operations and Auxiliarists at all levels become familiar with, and adhere to this Notice.
3. DIRECTIVES AFFECTED. None.
4. SUMMARY. The changes are primarily a compilation of routine change recommendations and editorial corrections made since the Manual was published.
5. PROCEDURE. Remove and insert the following pages:

DISTRIBUTION - SDL No.139

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A																										
B		8	10		1																					
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NON STANDARD DISTRIBUTION: Auxiliary National Supply Center, NEXCOM, NADCO-OMS, DC-O, DVC-OS

Remove

Pages 3-5 thru 3-6
Pages 4-1 thru 4-4
Pages 5-1 thru 5-4
Pages 6-5 thru 6-6
Pages A-1 thru A-2

Insert

Pages 3-5 thru 3-6, CH-1
Pages 4-1 thru 4-4, CH-1
Pages 5-1 thru 5-4, CH-1
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Pages A-1 thru A-2, CH-1



Jerry M. Cross
Assistant Commandant for Operations

Encl: (1) CH-1 TO AUXILIARY BOAT CREW TRAINING MANUAL, COMDTINST
M16794.51

Chapter 3. Qualification

Overview

This chapter describes the process followed by Auxiliary members to become qualified as crew member, coxswain, and PWC operator. This chapter contains four sections:

- Section A: Trainee Eligibility and Preparation
 - Section B: Mentors
 - Section C: Completion of the Qualification Guide
 - Section D: Qualification Examination
-

Section A. Trainee Eligibility and Preparation

A.1. General

The Auxiliary encourages as many members as possible to become qualified in the boat crew program. The skills gained in this program will make members better and safer boaters, and will enable them to improve the safety and skills of their fellow boaters.

The qualification requirements of this program reflect the standards used by the active duty component. The need to tailor qualification requirements to volunteers with a wide range of ages and abilities cause some modification to the qualification tasks. However, these tasks are based on all those items necessary for Auxiliarists to competently and safely operate and fulfill Auxiliary operational missions as defined by the Auxiliary patrol concept of operations (Appendix B).

Members entering this program must be willing to represent the Coast Guard to the boating public. This requires attention to appearance and attitude, as well as extensive knowledge of operational policies and procedures.

A.2. Eligibility

A basic level of boating knowledge is required to enter the boat crew program. This requirement may be satisfied by completing of any one of the following courses:

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A.2. Eligibility
(Continued)

- Boating Skills and Seamanship (USCG Auxiliary)
- Sailing and Seamanship (USCG Auxiliary)
- Sailing Fundamentals (USCG Auxiliary)
- Boating Safely (USCG Auxiliary)
- The U.S. Power Squadrons' basic boating course

As an alternative to completing the entire course, an experienced boater may “challenge” the Auxiliary’s Boating Skills and Seamanship, Sailing and Seamanship, or Sailing Fundamentals courses by passing the closed-book exam for these courses.

Completion of this requirement is documented as task BCM-08-01-AUX.

To be certified as a coxswain, a member must log 28 hours as a certified crew member. However, coxswain qualification tasks may be signed off at the same time crew member tasks are being signed off.

A.3. Physical Requirements

As described in the concept of operations (See section 1.A.4. and Appendix B), the Auxiliary boat crew program is designed for people with a wide range of ages and abilities. There are no specific requirements for age, weight, strength, or endurance. In place of detailed physical requirements, trainees must meet the following standards in completing each qualification task.

- Each task must be performed personally by the trainee, with no physical assistance. (See Section 3.C.4 for an exception to this policy for coxswains.)
- Each task must be performed with little hesitation
- Each task must be performed with confidence

A.4. Trainee Preparation

Becoming certified in the boat crew program helps Auxiliary members become and safer boaters. Members may choose to participate in the program at a level suitable to their needs and available time. The extent to which a member participates in the program will determine the extent of the commitment they may be asked to make.

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A.4. Trainee Preparation
(Continued)

An interview by someone familiar with Auxiliary operations will help the member prepare for this commitment. This interview is not required, but is a recommended best practice.

The interview should cover the following points:

- An overview of the qualification, certification, and currency process
 - The time commitment required to qualify and to maintain currency
 - Costs: uniforms, PFDs, survival equipment
 - Physical demands: mobility, heat stress, fatigue
 - Exposure to stressful, traumatic situations
 - The need to make decisions under stress
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Section B. Mentors

B.1. Mentors

Each trainee is guided through the learning process by a **mentor**. The mentor helps the trainee learn the knowledge and skills required for each qualification task. The mentor works with the trainee to plan the training program—how many tasks will be worked on in one assignment, in what order, arranging for underway time on facilities, etc. The mentor helps the trainee identify references to study for each task. When the trainee has mastered a task, the mentor signs the task to verify satisfactory completion.

B.2. Mentor Assignment Policy

The mentor must be currently or previously certified (within the last two years) in the position for which tasks are to be taught and signed off. This means that to mentor a coxswain trainee, the mentor must be currently certified, or have been previously certified, as a coxswain. A mentor for a crew member trainee must be currently or previously certified as either a coxswain or crew member. A mentor for a PWC operator trainee must be currently or previously certified as a PWC operator. In all cases, “previously certified” means that the member’s certification lapsed not more than two years prior to being assigned as the trainee’s mentor. This two-year limit may be waived by the director. Mentors do not need to be IT-qualified.

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**B.2. Mentor
Assignment
Policy
(Continued)**

The purpose of allowing previously certified members to serve as mentors is to respect and value the skills and experience of members who are no longer able to remain active in the boat crew program, yet are fully able to pass on their skills through teaching and coaching others. The crew member qualification tasks for sun and heat related factors and emergency medical treatment (i.e., shock, bleeding, burns, hypothermia) may be signed off by appropriately qualified medical personnel (e.g., MD, RN, EMT).

Mentors are assigned to a trainee by the flotilla commander. The flotilla commander may delegate this responsibility to the FSO-MT or FSO-OP.

All mentors are guided by this important principle: The purpose of the boat crew training program is **not** to keep people from being qualified. We are not trying to "weed out" or exclude people. The purpose of the training program is to **enable people to learn** and perform up to their full potential.

Section C. Completion of the Qualification Guide

**C.1. Qualification
Guides**

The Boat Crew Qualification Guide, COMDTINST M16794 (series), has a separate volume for each boat crew position:

- Volume I, Crew Member
- Volume II, Coxswain
- Volume III, PWC Operator

Each volume contains a series of **qualification tasks**. These tasks represent the minimum elements of skill and knowledge necessary to safely and effectively perform assigned duties aboard Auxiliary facilities. Tasks are meant to be learned through constant practice and under the guidance of the mentor.

**C.2. Completion of
Tasks**

The following steps offer a recommended approach to completion of the qualification guide.

1. The mentor and the trainee develop a work plan. This includes how many tasks will be assigned, whether tasks will be learned individually or in groups, scheduling on-the-water sessions, and so on.
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C.2. Completion of Tasks
(Continued)

2. For each task, the mentor and trainee gather necessary reference material for the trainee to study. Through a combination of self-study of written material and hands-on practice, the trainee learns the skills required for the task.
 3. Each volume of the Qualification Guide contains a study guide which the trainee may use.
 4. The mentor demonstrates the task using the procedures outlined in the Qualification Guide.
 5. The mentor walks the trainee through the task until satisfied that the basic principles are understood.
 6. The trainee practices the task until the mentor is confident that the trainee is able to consistently meet the task standards on their own.
 7. When satisfied that the trainee meets the standard, the mentor verifies completion by signing off the task at the bottom of the task page.
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C.3. Optional Tasks

Some tasks in the Qualification Guides are designated as **optional**. Completion of these optional tasks is not required for qualification. Optional tasks are intended to give trainees additional opportunities to learn valuable boat crew skills, either during or after the qualification process. All boat crew training programs are encouraged to include training on these optional tasks whenever assets and conditions permit.

Optional tasks may not be made mandatory. Further, no additional tasks may be added or required to achieve qualification or certification. See additional guidance regarding certification in Section 4.A.4.

C.4. Coxswains' Duties

As a general rule, the coxswain is the facility operator while on patrol, meaning that the coxswain has personal control of the helm and throttles. However, the coxswain may choose to have a qualified crew member serve as helmsman and throttle operator, but still exercise overall supervision of the crew and mission.

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**C.5. Qualification
Timeline**

Trainees are expected to complete the Qualification Guide for a crew position within 2 years of starting the program. A trainee who is unable to make reasonable progress towards this goal is using training resources that might be better used on other trainees. In this case, the flotilla leadership should have a frank discussion with the trainee and decide whether the member should continue in the program.

C.6. Patrol Orders

All underway training for task completion, with both mentors and qualification examiners, requires Coast Guard reimbursable or non-reimbursable patrol orders prior to getting underway. It is the responsibility of the coxswain to ensure that patrol orders have been requested and issued by the Coast Guard order issuing authority.

**C.7. Coast Guard
Unit Support**

Commanding officers and officers in charge of Coast Guard units are strongly encouraged to assist in the qualification process for Auxiliarists. It is recommended that at least one certified active duty coxswain per active duty unit be designated as a qualification examiner.

Section D. Qualification Examination

D.1. The QE Process

The final step in qualification is examination by a **Qualification Examiner (QE)**. A QE is a certified Auxiliary coxswain, appointed by the director, who is responsible for verifying that the trainee has mastered the qualification tasks. Members of the Coast Guard and Coast Guard Reserve, certified as coxswains, may also be appointed as QEs. (See Chapter 6 for information about the QE program.).

Most Auxiliary districts assign a QE Coordinator, or even several regional QE Coordinators, to help manage the scheduling and workload of QEs.

Examination normally takes place at a **QE session**, where the trainee completes a dockside oral examination and then an underway check ride. If the trainee is able to perform these tasks according to the standards, then the QE signs off the oral exam and check ride.

Once the oral exam and check ride tasks are signed off by the QE, the trainee is qualified. The next step is for the QE to send a certification recommendation to the director, as described in the next chapter.

D.2. In-Flotilla Sign-Offs

Qualification and certification of members in the boat crew program is a serious responsibility. Signing off on a member's qualification by a qualification examiner is an endorsement of that member's ability to perform safely and effectively.

While one of the goals of this program is to qualify as many members as possible, sometimes members will find that the performance standards are beyond their ability. Guidance for this situation is found in Section D.4. below.

It is the QE's responsibility to know when a member is, or is not, capable of meeting the performance standards. In those cases in which the member is unable to meet the standards, the QE must not sign off the task. Because the Auxiliary is a social organization, often built around long-standing personal relationships, having the responsibility to say "no" can place the QE in an uncomfortable or difficult situation.

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D.2. **In-Flotilla
Sign-Offs**
(Continued)

Auxiliary leaders should be sensitive to this issue and take it into account when assigning and scheduling QEs. However, this should not preclude having QEs sign-off members in the QE's own flotilla. QEs may sign-off members in their own flotilla and are encouraged to do so, remembering that they are charged with upholding the integrity of the program.

D.3. **Failure to
Qualify**

The goal of this training program is to get members qualified to serve on Auxiliary patrols. It is **NOT** the purpose of the program to prevent people from achieving qualification. Every member of the training team must make every effort to help people learn the required skills. Some people will need more help and training time than others.

Some personality combinations work better than others in the training setting. Sometimes it may be helpful to assign a different mentor or QE to assist a member in learning the necessary skills.

If, after all possible effort has been made, a trainee is unable to meet the performance standards for qualification, then the unit leadership (flotilla commander, member training officer, or operations officer) should have a frank discussion with the trainee. The leadership should make clear to the member the reasons for failure to qualify.

A trainee who fails to qualify may appeal the decision to the director through the chain of leadership and management.

Chapter 4. Certification

Overview

Once the QE oral exam and check ride have been completed, the next step is to be recommended to the director for certification. When certified by the director, the member is authorized to perform patrol duties under Coast Guard orders. This chapter describes this process for newly qualified Auxiliarists, and for Auxiliarists who are also members of the Coast Guard and Coast Guard Reserve. This chapter contains two sections:

- Section A: Certification Policy
 - Section B: Dual Membership
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Section A. Certification Policy

A.1. Command Responsibility

Certification is an important command responsibility. This process verifies that a member is capable of performing assigned duties safely, effectively, and responsibly, and places great trust and confidence in the member.

In the active duty component, certification is done by the unit commanding officer or officer in charge. It is based on personal observation and knowledge of the individual and represents an operational commander's judgment that the individual can safely perform the duties assigned. In this sense, certification is a risk-management decision and is not to be taken lightly.

In the Auxiliary, certification is done by the director. In most cases, the director will have no personal knowledge of the individual being recommended for certification. Certification is primarily an administrative action by the director. However, it is still an important action, and directors must rely on their operations training officers and qualification examiners to maintain the integrity of the certification process. (See Chapter 6 for additional information about qualification examiners)

A.2. Certification Process

When the trainee has completed the qualification process, meaning that the dockside oral exam and underway check ride tasks have been signed off by a QE, the QE forwards a certification recommendation to the director (see Appendix C for a sample). The director verifies that all prerequisites and eligibility criteria have been met. Then the director signs the certification and makes appropriate AUXDATA entries.

A.3. Insignia and Awards

Once certified as crew/coxswain/PWC operator, an Auxiliarist is authorized to wear the Operations Program ribbon on the uniform. If the member has already earned the ribbon, then a small bronze star may be added to the ribbon.

Once certified as Coxswain, an Auxiliarist is authorized to wear the coxswain breast device on the uniform.

Entitlement to wear the ribbon and the breast device is permanent, even if the member's certification lapses or the member becomes inactive in this program.

A.4. Additional Training

No additional qualification tasks may be required to achieve either qualification or certification. The tasks (not including optional tasks) in each volume of the Qualification Guide represent a uniform, national standard for qualification and certification. A member who successfully completes these tasks is entitled to be certified by the director, and to earn appropriate recognition, including certificates, insignia, and ribbons.

Order-issuing authorities may require additional training, based on local operational considerations, prior to assigning a certified member to boat crew duty.

A.5. Failure to Certify

When a QE forwards a certification recommendation to a director, there should be no question as to the trainee's ability to meet the performance standards. Any problems regarding the trainee's qualification should be resolved at the unit level, as described in Section 3.D.3.

The director may withhold certification in the following circumstances:

- Failure to meet eligibility requirements.
 - Pending disciplinary action.
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A.6. Lapse of Certification

Once certified, a member must maintain a minimum level of activity to remain proficient and keep skills sharp. Chapter 5 discusses these minimum annual **currency** requirements. If a member is unable to meet the annual minimums, their certification will lapse and they will have to follow the recertification procedure in Section 5.B.

A.7. Removal of Certification

The director may suspend a member's certification in certain circumstances. Reasons for suspension include:

- Failure to maintain ability to meet performance standards
- Dangerous or inappropriate actions or behavior under orders
- Disciplinary action

When a member's certification is suspended, it must be done with the intent that the member will regain certification when the problem is fixed. Accordingly, any action to suspend a certification must be accompanied by a plan for corrective action.

Suspension of certification will **NOT** be used as a punitive measure. It will be invoked only when a member's ability or conduct makes it unsafe or inappropriate to serve under Coast Guard orders.

Refer to the Auxiliary Manual, COMDTINST M16790.1 (series) for the complete policy on suspension of certification.

A.8. Inter-District Transfers

Certification for boat crew positions is valid only in the district or region in which the certification is issued. A certified Auxiliarist visiting or permanently relocating to another district must be certified by the director in that district prior to being assigned to duty. This is accomplished by completing an underway check ride with a QE (Tasks BCM-08-04-AUX or COX-09-06-AUX).

Section B. Dual Membership

B.1. General

There are Auxiliary members who are also members of the active, reserve, or retired components of the Coast Guard. Auxiliary members who have been certified in the active duty boat crew program have valuable skills that can be used in the Auxiliary. These members may follow an abbreviated certification process as described below.

B.2 Currently Certified Coxswain

An Auxiliary member who is also a member of the active duty or reserve component and currently certified as coxswain in any Coast Guard standard boat type may be certified as an Auxiliary coxswain by completing the following:

- Task COX-05-04-AUX, Sketch a chart of the local operating area (Required only if the coxswain is not stationed in the Auxiliary area of responsibility.)
- Task COX-09-06-AUX, Check Ride

Depending on the member's experience and operational requirements, the director may waive completion of these tasks.

B.3 Currently Certified Crew Member

An Auxiliary member who is also a member of the Coast Guard (active or reserve) and currently certified as coxswain, engineer, or crew member in any Coast Guard standard boat type may be certified as an Auxiliary crew member by completing the following:

- Task BCM-08-04-AUX, Check Ride.

Depending on the member's experience and operational requirements, the director may waive completion of this task.

B.4. Previously Certified

An Auxiliary member who is also a member of the active, reserve, or retired component of the Coast Guard and has been certified in any Coast Guard boat type within the last 5 years will be considered qualified at the same level in the Auxiliary, but will need to regain certification.

For example, an active duty coxswain will be considered qualified as an Auxiliary coxswain, and an active duty engineer or crew member will be considered qualified as an Auxiliary crew member.

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| B.4. Previously
Certified
(Continued) | These members may regain certification following the same process as any Auxiliary member with a lapsed certification by following the procedures in Section 5.B. |
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| B.5. Active/Reserve
Members | A member of the active duty or reserve component (not an Auxiliary member) who is currently certified as coxswain, engineer, or crew member may serve as a crew member on an Auxiliary facility with no additional training or qualification. |
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Chapter 5. Currency Maintenance

Overview

This chapter describes the requirements for currency maintenance. This process ensures that members maintain their proficiency and ability to safely perform their duties. This chapter contains two sections:

- Section A: Normal Currency Maintenance
- Section B: Recertification

Section A. Normal Currency Maintenance

A.1. General

Currency requirements consist of a set of activities and tasks that must be performed each year to retain proficiency. The requirements for each qualification level are laid out in this section.

A.2. Currency Maintenance Cycle

Currency maintenance is carried out on a 5 year cycle, with certain requirements every year during the cycle.

The first year of the currency cycle begins on 1 January of the year following initial certification. Currency requirements must be met by 31 December of that year. For example, if a member is certified as a coxswain on 15 July 2000, that member's first currency year begins on 1 January 2001, and the member must meet all annual currency requirements by 31 December 2001. The 5th year currency requirements must be met by 31 December 2005 in this example. Annual currency requirements must be met during the first full calendar year after certification; credit will not be given to hours or tasks completed in the partial year of initial certification.

Failure to meet currency requirements in any year of the cycle will cause a member's certification to **lapse**. See Section 5.B. for procedures to regain a lapsed certification.

A.3. Crew member To maintain currency, a certified crew member must log 8 hours underway on orders each calendar year.

Additionally, the crew member must perform the following tasks each calendar year:

- BCM-03-04-AUX, Assist the Coxswain with a Pre-Underway Check-Off
- BCM-07-02-AUX, Participate in a Man Overboard Evolution as a Recovery/Pickup Man
- BCM-07-05-AUX, Pass a Towline to Another Boat and Take in Stern Tow
- BCM-07-08-AUX, Take a Boat in Alongside Tow

In years 1 through 4 of the currency cycle, a certified coxswain must sign off these tasks.

A.4. Coxswain To maintain currency, a certified coxswain must log 8 hours underway on orders each calendar year.

Additionally, the coxswain must perform the following tasks each calendar year:

- COX-03-04-AUX, Complete a Pre-Underway Check-off
- COX-07-02-AUX, Rescue a Person from the Water Using the Direct Pick-Up Method
- COX-08-05-AUX, Take a Vessel in Stern Tow
- COX-08-07-AUX, Take a Boat in Alongside Tow

In years 1 through 4 of the currency cycle, a certified coxswain must sign off these tasks. Coxswains may sign off completion of their own tasks, as well as those of their crew.

A.5. Fifth Year Currency

By the 5th year of the currency cycle, the following requirements apply:

- For both coxswains and crew members, annual currency tasks must be signed off by a QE. If the coxswain is a QE, he/she must be signed off by another QE.
- Coxswains must pass an open book Auxiliary Navigation Rules exam with a minimum score of 90 percent.

As an alternative to the Auxiliary Navigation Rules exam, the member may:

- Score at least 90 percent on the Coast Guard Institute Navigation Rules exam; or
- Hold a current merchant marine deck officer or operator license.

These currency requirements may be signed off by a QE at any time in the 5 year cycle. Doing so will start a new 5 year cycle. For example, a member qualifies as coxswain on 15 July 2000. The 1st year of the coxswain's currency cycle starts on 1 January 2001, with 5th year currency required by 31 December 2005. If the coxswain completes all 5th year requirements in 2003, a new cycle starts on 1 January 2004, and the coxswain has until 31 December 2008 to complete 5th year requirements.

A.6. Task Sign-Offs

Annual currency maintenance task requirements may be satisfied while on any operational or training mission. Actual performance of a required task, in accordance with performance standards, satisfies the annual requirement. For example, towing a disabled vessel during an actual SAR case meets the currency requirement. The same policy applies to the 5th year requirements, as long as they are witnessed and signed off by a QE.

A.7 Workshops and OPEX

Workshops and operational exercises (OPEX) are not normally a requirement for annual currency. However, members are strongly encouraged to attend these worthwhile training events to help build their knowledge and skills.

Section B. Recertification

B.1 General

When members fail to meet annual currency requirements, their certification will lapse. A member whose certification has lapsed may be a boat crew member on an ordered patrol, but only in a trainee status. As a trainee, the member will not count toward meeting minimum crew requirements.

As a trainee, the member may accumulate the required patrol hours and have the required tasks signed off in order to be recertified.

The following paragraphs describe the procedure to follow to be recertified.

B.2. Recertification

A member who fails to meet annual currency requirements for 1 year or 2 consecutive years may be recertified by meeting the annual currency requirements, under the supervision of a certified coxswain, as shown in Section 5.A.

A member who fails to meet currency requirements for 3 consecutive years may be recertified by meeting the annual currency requirements, and must also complete a check ride, Task BCM-08-04-AUX or COX-09-06-AUX. It is recommended that the check ride be signed off by a QE, but a certified coxswain may sign it off if a QE is not reasonably available, as determined by the director.

Meeting the annual currency requirements and completing a check ride may recertify a member who fails to meet currency requirements for 4 consecutive years. The check ride must be signed off by a QE.

B.3. Downgrading of Qualification

A member who is unable to or does not wish to maintain certification as a coxswain may downgrade to the crew member level by meeting the currency requirements for crew member. The member may continue to wear the coxswain breast device, in accordance with Section 4.A.3. even though no longer certified at the coxswain level.

B.4. Requalification A member who fails to meet currency requirements for five consecutive years will lose their qualification. The member will have to requalify by completing all qualification tasks for the desired position.

Losing qualification as a coxswain does not change a member's eligibility to wear the coxswain insignia. That insignia may be worn permanently once earned, even if the member is unable to or no longer desires to maintain qualification and certification.

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Chapter 6. Qualification Examiners

Overview

This chapter outlines the role of the qualification examiner and provides guidance for selecting and managing qualification examiners. This chapter contains two sections:

- Section A: Role and General Policies
 - Section B: Selection and Management
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Section A. Role and General Policies

A.1. Role of the Qualification Examiner

Certification is an important command responsibility. The process of certification verifies that a member is capable of performing assigned duties safely, effectively, and responsibly, and places great trust and confidence in the member. Certification is both a performance management process and a risk management tool. (See Section 4.A.1. for a related discussion on the responsibilities of certification.)

In the Auxiliary boat crew program, the **qualification examiner**, or **QE**, plays a key role in this process. Auxiliary coxswains appointed by the Director as QEs verify that trainees are able to perform qualification tasks to the specified standards. When the dockside oral exam and underway check ride tasks for a boat crew position are signed off by the QE, the member is ready to be certified by the Director. QEs verify that certain currency maintenance requirements are met and are involved in the recertification process.

Active duty and reserve members may be appointed as QEs. See Section B.4.

The overall goal of the QE process is to ensure that members certified by the Director in one of the boat crew positions are able to perform assigned duties **safely** and **proficiently**, in accordance with published **standards**.

This goal is achieved through the **uniform, fair, and impartial application of standards** by QEs.

A.2 Evaluate vs. Train

As a general rule, the QE's role is intended to be limited to evaluating a trainee's ability to meet qualification standards. It is expected that trainees will arrive at a QE sign-off session ready to be qualified and not needing to be trained for that day's tasks. This philosophy makes the best use of the limited number of QEs. However, all people involved in the training process, including QEs, should take an active, supportive role in helping trainees to learn necessary skills.

QE's should generally focus their time and attention on signing off people who are ready to be qualified, and unit training programs should be conducted with this goal in mind. Ultimately though, unit leaders have the discretion to use available resources as needed to best suit their needs.

A.3. Authority

QEs are appointed by the Director, with the concurrence of the district commodore. The QE is the Director's direct representative in the qualification process and is accountable solely to the Director. The QE is authorized (and in fact, obligated) to refuse to sign off the qualification of any trainee unable to meet the performance standards.

While QEs are accountable to the Director, they cannot function effectively without the unquestioned trust and confidence of the Auxiliary leadership in the district. It is an important leadership responsibility of both the Director and district commodore to carefully select and mentor their QEs, and to ensure that they operate in a supportive environment free from distractions and conflicts of interest, real or perceived.

The OTO represents the Director as the primary manager and mentor of the QEs.

A.4. In-Flotilla Sign-Offs

See Section 3.D.3. for the policy on signing off members in a QE's own flotilla.

Section B. Selection and Management

B.1. Special Responsibility

Qualification and certification decisions in the active duty Coast Guard are made in the context of a military chain of command, with strict accountability and severe consequences for lapses of integrity. In the Auxiliary, this process is carried out in a social context.

This places a special responsibility on QEs, who are required to faithfully carry out their duties on behalf of the Director. Both the Coast Guard and Auxiliary leadership must take special care in selecting and guiding QEs. These members must be able to hold trainees accountable to the qualification standards in a fair and impartial manner, while at the same time maintaining a strong sense of fellowship and motivation.

Trainees should not be signed off if they are not ready. However, a truly successful QE will leave the trainee with a clear understanding of where improvement is needed, and more importantly, a strong desire to learn and come back ready to qualify.

B.2. Eligibility and Selection Criteria

To be eligible to serve as a QE, a member must be a currently certified coxswain. The following additional guidelines are provided as recommended best practices. Experience has shown that the most successful QEs will have:

- Exceptional integrity. This means unwavering loyalty and commitment to the process, even in the face of discomfort or pressure to compromise standards.
 - Strong interpersonal skills. This includes listening, coaching, and mentoring skills.
 - A positive, inspiring, and motivating attitude.
 - A strong operations background, with significant underway time well beyond the required minimum for certification.
 - Exceptional boat handling and seamanship skills.
 - Willingness to travel and devote the necessary time.
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B.2. Eligibility and Selection Criteria
(Continued)

- Completed relevant specialty courses, such as AUXSEA, AUXSAR, AUXPAT.

Being certified as an Instructor is not a requirement, but will add to a QE's skills.

B.3. Selection Process

The QE selection process is specified by the Director in each district. Generally, eligible Auxiliarists may request appointment as a QE, or district, division, or flotilla elected officers may nominate a member for appointment. In either case, the member's proposed appointment must be endorsed by the district commodore.

The best practice is to have a QE Selection Board or Review Board, convened by the Director and chaired by the OTO. Recommended membership includes the QE coordinator, active duty coxswains, and others as appropriate. The Director may also be a member.

Members recommended by the board may be appointed by the Director, normally for a two year term. A sample appointment letter is contained in Appendix E.

B.4. Coast Guard QEs

Coast Guard active duty or reserve coxswains currently certified in any boat type may be designated as QEs following procedures specified by the Director.

B.5. QE Coordinators

As a recommended best practice, Directors may designate a QE Coordinator, and in large districts, additional Area QE Coordinators. These members can help the Director and operations training officer manage the coordination and scheduling of QE sign-off sessions, as well as help manage the QE selection and training process. Sometimes these QEs are given an ADSO designation. Alternatively, the DSO-OP or DSO-MT may function as the QE Coordinator.

B.6. Number of QEs

The following guidelines can help the director determine how many QEs are required in the district:

- Trainees should not have to travel more than 50 miles from their home to attend a QE sign-off session.
- Trainees, once ready to have a set of tasks signed off, should not have to wait more than 2 weeks for a QE session.

B.7. AUXDATA Entries

QEs will report their time underway on the Activity Report – Mission, (ANSC 7030) as Category 1, and Line 1 (lead), separate from the report used by the crew operating the facility. This time will count toward the annual currency requirement for hours underway. Time spent on QE activity not underway will be reported as Category 7, Line 1.

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Appendix A. Glossary

AOR	Area of responsibility. Refers to a geographic area in which a Coast Guard commander is responsible for carrying out missions.
AUXDATA	Auxiliary Data System. The national membership, qualification, and mission performance database.
boat crew program	A general term referring to the overall program of training, qualifying, and certifying members in any boat crew position: crew member, coxswain, or PWC operator.
certification	Initial command verification that the member has acquired the necessary knowledge and skills, the annual verification that the member retains those skills.
COMDTINST	Commandant Instruction. A directive issued by the Commandant to establish policies and procedures. Instructions may also be issued by subordinate commands (e.g., Commander, Seventh Coast Guard District would issue a CCGDSEVENINST; Group Detroit would issue a GRUDETINST).
commander	A Coast Guard officer in command of subordinate units. As used in this Manual, refers to any Coast Guard commander, commanding officer, or officer in charge.
concept of operations	A fundamental or underlying procedural or philosophical statement of how a mission is accomplished or how an objective reached; how means are used to achieve ends. Also referred to as a CONOP.
controlling authority	A public safety agency that assumes the communications guard for a facility on patrol. This term is used in locations not covered by the active-duty command and control system
coxswain	The person in charge of a boat, responsible for the safety and conduct of the crew and passengers and the completion of the assigned mission.
crew member	A person embarked in a boat to assist with boat handling, and carrying out the assigned tasks of the mission.

director	Director of Auxiliary. An officer assigned to a district commander's staff, responsible for directing and managing Auxiliary programs in the Auxiliary district or region. Also referred to as DIRAUX.
facility	A boat, aircraft, or radio station owned by an Auxiliary member or unit and offered for use by the Coast Guard.
mentor	An Auxiliary member who partners with a trainee to teach and coach the development of the trainee's knowledge and skills.
operational risk management	A continuous, systematic process of identifying and controlling risks in all activities according to a set of preconceived parameters by applying appropriate management policies and procedures. This process includes detecting hazards, assessing risks, and implementing and monitoring risk controls to support effective, risk-based decision-making.
operations training officer	A chief warrant officer assigned to the director's staff to coordinate and support the boat crew training program in that district or region. Support includes serving as a trainer.
patrol	The movement of an Auxiliary operational vessel facility, on reimbursable or non-reimbursable orders, to carry out an assigned mission.
PWC	Personal watercraft. A small, fast boat with water-jet propulsion, in which the operator and crew sit on or stand over a raised saddle.
qualification	The process of initial entry into the boat crew program, in which the member learns and demonstrates the knowledge and skills required to perform assigned missions.
qualification examiner	A certified Auxiliary, active duty, or reserve coxswain appointed by the director to verify that trainees are able to perform qualification tasks to specified standards.
task	A certain skill or piece of knowledge required in the performance of duty as an Auxiliary boat crew member. Collectively, the complete set of tasks represents the minimum performance standard for the position.

team coordination	A set of leadership, communication and decision-making skills intended to coordinate the actions of individuals making up a team, such as a boat crew, in order to more safely and effectively carry out a mission. Often referred to as team coordination training, or TCT.
trainee	An Auxiliary member in the boat crew training program as a candidate for qualification.
type	The type of boat for which a particular qualification task applies. All Auxiliary facilities are designated “AUX.” Active duty types include MLB, UTB, and “ANY” for tasks not specific to a particular boat type.
vessel facility	A boat owned by an Auxiliary member or Auxiliary unit and offered for use on patrols. It must meet certain equipment standards and be inspected annually. In some cases, boats owned by corporations may also be accepted as facilities. (See Section 1.D of the Operations Policy Manual for guidance on corporate ownership.)

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